



## Request for Postage Reimbursement Form

Thank you for agreeing to participate in the 2019 Maine Integrated Youth Health Survey (MIYHS). This form is for schools who used hard copy mailing (either USPS, or school mass mailing) to deliver the informed consent letters to some/all students and their guardians. **If you used only electronic delivery for the consent letters, this form does not need to be included in the completed survey materials.** Please Note the Following:

- Schools will be offered a full **participation reimbursement** (consisting of postage reimbursement for the number of hard copy letters sent out) to help offset the expenses incurred with this mailing. The funds will be released to schools once the following documents have been received by Pan Atlantic Research:
  1. This form, completed in full
  2. A sample copy of the parental consent letter on school letterhead
  3. Proof of completion of the online training review (to be completed by your school's designated MIYHS Coordinator)
  4. Your school's completed survey materials (all classroom envelopes, each with a completed 'Classroom Summary Information Form'; absentee surveys, unless there were no students absent on the survey administration day; and the 'School Packing Form' completed in full).

Please sign below and return this form to us via toll-free fax at **(207) 287-4631**, or via mail to Pan Atlantic Research, 217 Commercial St. Suite 303 Portland, ME 04101.

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### Participation Reimbursement Information:

Number of Letters Sent\*: \_\_\_\_\_

Check made payable to: \_\_\_\_\_

*\* Note: While we welcome 'volunteer' schools (those not chosen as part of the 2095 5/6 sample of schools) to participate in the 5/6 module, per earlier communications (including the Administration Handbook for MIYHS Coordinators), 'volunteer' 5/6 students cannot be counted toward the participation reimbursement.*

Send check to:

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Address

**Questions? Contact Pan Atlantic Research at [miyhs@panatlanticresearch.com](mailto:miyhs@panatlanticresearch.com) or (207) 221-8877 ext. 106**

***Thank you for your participation!***